

FOCUS

on program management

Commander's Column

As I'm sure you've heard, my tenure as commander is quickly coming to an end....change of command is Aug. 21.

Though I look forward to assuming my duties as the AETC deputy director for operations, I clearly recognize that the evolution of ARPC, in conjunction with program managers, is ongoing.

Since assuming command a year ago, we've continued our growth and, hopefully, our communication toward enhancing the careers of IMAs, reservists and guardsmen around the world.

For example, we've forged a greater, more open relationship with the RE staff and HQ AFRC. We've tightened our processes to ensure documents received are registered and filed correctly thereby reducing the need for a reservist to duplicate their effort.

More importantly, we've established the groundwork for the future control of IMAs. If nothing else, this demands our attention now as it will the months and years ahead.

Prior to my departure, I assure you that my commitment is as focused today as when I first arrived and my determination to continue improving programs and processes is as strong as ever.

Likewise, I ask you to continue working to enhance RCPHA compliance, to maintain communication with ARPC and to serve a critical role as liaison for all the IMAs.

Clearly, you make a difference in the success of their careers, in the vitality of our Reserve mobilization force and in the growth of the command as we move toward implementing change.

Colonel Jim Playford, a career personnel officer, is my successor. Please give him the same support that I have enjoyed.

This has been a great assignment, a learning experience that has made me a better officer.

K.C. McClain, Brig. Gen. (Sel), USAF

NPRC online records request

The National Personnel Records Center is working to make it easier for veterans with computers and Internet access to obtain copies of documents from their military files.

Military veterans and the next of kin of deceased former military members may now use a new online military personnel records system to request documents. Other individuals with a need for documents must still complete the SF Form 180, which can be downloaded from the Web site.

The new Web-based application was designed to provide better service on these requests by eliminating the records center's mailroom processing time. Also, because the requester will be asked to supply all information essential for NPRC to process the request, delays that normally occur when NPRC has to ask veterans for additional information will be minimized.

Veterans and next of kin may access this application at <http://vetrecs.archives.gov>. Please note there is no requirement to type "www" in front of the address.


Wear of new awards

Recently several new awards, such as the Global War on Terrorism medals and Air and Space Campaign Medal, have been announced and are being developed.

These new awards have been announced and advertised by several means to include public news releases and newspaper articles; however, their criteria and implementation procedures have not been finalized.

Air Force personnel are not authorized to wear new awards on their uniform that are not yet fully developed and authorized by the Air Force. The criteria for these awards are being developed at the Department of Defense level and Air Force level and an estimated completion date has not been established. When the criteria and implementation procedures are concluded, they will be provided to servicing military personnel flights for full implementation.

Until then, Air Force personnel are advised

IMA statistics	
	
As of June 30	
Total mobilized (incl Phase II) ..	4,224
Extensions	1,300
Currently mobilized.....	1,418
DD 214s produced	2,746

and cautioned that commercially procuring new awards does not automatically authorize their use on the Air Force uniform. Until verification of entitlement to a new award is made by the MPF, Air Force personnel are not authorized to wear new awards.

IMA locator/alpha information

This database was designed by the ARPC personnel system manager and contains a myriad of data on IMAs. Some of the data available is OPR/EPR due roster, MAJCOM alpha roster, alpha rosters by assigned or attached PAS, MGIB roster and IMA training by PAS.

The data is extracted from MilPDS and refreshed every two weeks.

This database is located on the ARPC program manager Web site. The Web site provides downloading instructions, log-in and "how to use" guidance, how to create a desktop shortcut, and frequently asked questions and answers.

SUSPENSES

- Aug. 15** Officer application
- Aug. 31** AF Reserve Component School Selection Board nominations
- Aug. 31** FY04 school tour quota update
- Sept. 15** Enlisted application
- Oct. 1** Service dress nametag wear date
- Dec. 31** RCPHA completion

RMVS

The Records Management Vacancy System (RMVS) is the Reserve assignment system. Program managers utilize RMVS to verify position information. They can advertise vacant positions and update an individual as a projected or confirmed block against the position. This initiates the assignment gain action.

RMVS should be reviewed on a daily basis. The system will automatically change the vacancy status code to a 3 - Vacant position, pending internal leveling actions, on the date a position becomes vacant.

Program managers should look for overage and over grade conditions to be aligned into valid vacant positions. If there are no internal realignments needed, the position is ready for advertisement.

Program managers should update the vacancy status code to a C - Vacant, available for block or M - Vacant, multiple applicants authorized.

Along with changing the vacancy status code, the retraining authorized block should be change to Y, for yes, if you will consider a retrainee, job description and any additional requirements should be added, and if an interview is required the POC information should be updated.

The IMA program manager POC information should be input on every advertisement. This will ensure the applicants/recruiters know who to talk to if there are any questions.

Mandatory split disbursement

All federal employees, including individual mobilization augmentees, must now use the split disbursement option to pay government travel card charges arising from official travel.

All expenses of official travel will be separately identified in travel claims so that payments for charges will be directly disbursed to the travel card contractor, Bank of America.

The Air Force has implemented mandatory split disbursement for all military personnel, active and reserve.

Supervisors are now required to review and sign all travel claims as per Department of Defense Financial Management Regulation, Volume 9, Chapter 5, paragraph 050201F.

Travel claims that fail to designate the split

disbursement amount or are without the proper signatures will be returned to the traveler for correction. If an individual is exempt from using the travel card, the travel orders will so state.

For more information, members can contact Rhonda Griggers-Evans, HQ AFRC/FMFQ, (478) 327-1458, or DSN 497-1458.

Last quarter school funding

Our school tour budget, which was practically exhausted in early May, has now been refreshed with an infusion of funding.

Priority should be given to forwarding Web Orders Transaction System (WOTS) requests for mandatory upgrade or proficiency training in-residence courses.

As virtually all these requests will be unprogrammed, ensure that members include their entire window of opportunity (e.g. July 03 - Dec. 03, Aug. 03 - Feb. 04, etc.) for attendance.

Additionally, the WOTS requests for qualifying training must indicate "Formal School Tour" as the type of tour. Direct questions to Catherine Wheatley, DSN 926-6396.

School selection boards

ARPC's Reserve School Selection Board for IMAs will convene Aug. 18 to consider applications for Reserve Component National Security Course, National Security Decision Making, Reserve Officer Strategy and Policy, Squadron Officers School, Senior NCO Academy and NCO Academy. The suspense to ARPC/DPAT for receipt of nomination packages is July 11.

Selection deliberations for attendees to senior and intermediate service schools begin Dec. 1 through the Air Force Reserve Central School Selection Board. All IMA nomination packages are to be at ARPC/DPAT by Aug. 31.

Civilian Skills Data Bank

Maj. Patrick Degenhardt thanks all program managers and their staffs for notifying their IMAs of the requirement to submit civilian skills data.

As a result of the assistance ARPC has received the number of IMAs reporting civilian skills data has risen by 30 percent in the last six months.

ARPC/DPA will send out an exception report in the next week (in Excel format) to MAJCOM PMs listing IMAs who have not reported CSDB information.

HQ ARPC/SC states that the CSDB reporting function will be available on MilPDS Oct. 24.

The next step is to add a CSDB reporting function on the vMPF by Dec. 2004 so that all AFRC members can self report CSDB information online.

Reserve appointments

As a reminder, cut-off dates for end-strength processing by Sept. 30 are Aug. 15 for Reserve officer appointment applications and Sept. 15 for IMA enlistment packages. These cut-offs do not apply for retired AD accession program packages and appointment applications requiring an exception to policy approval from the Air Staff or higher.

ARPC/DPABA, reserve appointment programs branch, will provide a list of the approximately 12 appointment/enlistment applications that are currently being processed at ARPC.

Program managers will be asked to review this list and respond with any individuals they have projected for gain but are not listed or have not already been gained to their program.

ARPC/DPABA will confirm if applicants have already been processed, and work with the recruiting liaison to follow-up with the field recruiter that the program manager submitted their approved AF Form 1288, "Application for Ready Reserve Assignment," for processing.

Program managers are encouraged to work closely with the field recruiter and the IMA Recruiting Liaison Office (AFRC/RSOI) co-located at ARPC to facilitate the arrival of applications for processing into the IMA program.

"Your Guardians of Freedom"

The "Your Guardians of Freedom" Web site hosts a program that allows IMAs to sign up to receive Parent Pins (for two) and personalized letters as well as a separate program that allows the member to get a pin of recognition for their employer.

This is General Jumper's program to recognize our key Reserve supporters and is open to all IMAs.

The complete background and registration procedures are located at <http://www.yourguardiansoffreedom.com>.

Please help publicize this program that has already had more than 100,000 enrollees but very few IMAs.